

# Recommissioning Process

## FLOW CHART

### Phase 1: **Preapproval**

1. Customer selects a Recommissioning study provider and reviews the study provider's project proposal
2. Customer completes Xcel Energy's Recommissioning program study preapproval application and sends application and project proposal (including Addendum A) to the customer's Xcel Energy account manager
3. Xcel Energy reviews the preapproval application and project proposal and sends a preapproval letter with the preapproved study funding amount to the customer and customer's study provider

### Phase 2: **Study Approval/Study Rebate**

Study is reviewed and a study rebate is paid.

4. Study provider completes the study and sends a copy to Xcel Energy's energy efficiency engineer and account manager
5. Xcel Energy reviews the study and other supporting documents
  - Energy Conservation Opportunity (ECO) form
  - Recommissioning calc tool
  - If applicable, other ECO calcs submitted by the study provider
6. Xcel Energy approves the final study and sends the customer and study provider a study approval letter and final ECO form
7. Study provider schedules a meeting with customer and Xcel Energy account manager to present the final Recommissioning study; customer is then invoiced for the cost of the study
8. Customer completes the study rebate application and sends the signed application, copy of the study invoice, and the ECO form's implementation plan tab to the Xcel Energy account manager
9. Xcel Energy pays the study rebate to the customer

### Phase 3: **Implementation**

10. Customer implements recommended ECO measures
11. Customer signs the implementation plan tab of the ECO form and sends the ECO form with ECO itemized invoices to the Xcel Energy account manager.
12. Xcel Energy pays the implementation rebates to the customer; implementation rebate amounts are based on actual costs of ECO implementation

### Timing Key

**Please note:** Timing depends entirely on the quality of the data provided to Xcel Energy.

- Study preapprovals take two weeks or less.
- Study approvals take two weeks or less.
- Rebates take three to six weeks to process.

### For Additional Information

If you have other questions, please call our Business Solutions Center at **1-855-839-8862** or visit us at **[xcelenergy.com/Rebates](http://xcelenergy.com/Rebates)**.